



Local Traffic Committee

Business Paper

date of meeting: Wednesday 22 May 2024

location: Port Macquarie-Hastings Council
17 Burrawan Street, Port Macquarie
Committee Meeting Room

time: 10:00 AM

LOCAL TRAFFIC COMMITTEE CHARTER

Adopted: ORD 07/05/07

Amended: Reaffirmed ORD 27/08/07, Reaffirmed ORD 16/12/09

1. Purpose

The Local Traffic Committee (LTC) is a technical review committee formed under the NSW Roads & Traffic Authority - "A Guide to the Delegation to councils for the regulation of traffic (including the operation of Traffic Committees) - November 2016". The committee provides advice on matters referred to it by Council. Council must refer all traffic related matters to the Local Traffic Committee prior to exercising its delegated functions relating to:

- a) Authorisation of prescribed traffic control devices covered under Division 1 of Part 4 (Section 50 to 55) of the Road Transport (Safety and Traffic Management) Act, 1999.
- b) Regulation of traffic under Division 2 of Part 8 (Sections 116 to 119) of the Roads Act, 1993.
- c) Authorisation of special event parking schemes under Division 2 of Part 5 (clause 122 and 123) of the Road Transport (Safety and Traffic Management) (Road Rules) Regulation, 1999.

2. Chairperson

The meeting is chaired by the Mayor or Deputy Mayor, if neither representatives are present, the meeting will be chaired by the most senior Council staff representative from the Community Infrastructure Planning and Design team present at the meeting.

3. Membership

The LTC is to be made up of four formal members. Each formal member is entitled to vote on matters being considered by the LTC. The members are as follows:

- a) One representative of Council,
- b) One representative of the NSW Police;
- c) One representative of the Transport for NSW;
- d) The local State Members of Parliament (MP) or their nominee (noting they may only vote on items within their electorates).

If the Mayor or Deputy Mayor are not present for the meeting, Council's voting position will be delegated to the most Senior Council representative from the Community Infrastructure Planning and Design team.

Council may also decide to have additional non-voting informal members of the LTC. These additional advisers can include:

Non-voting Advisory Positions

- a) Council Community Infrastructure Planning and Design Group Manager;
- b) Council Senior Transport and Road Asset Engineer;
- c) Council Community Infrastructure Stakeholder Engagement Manager;
- d) Council Education Team Leader, Community;
- e) Council Education Officer;
- f) One representative of the Ministry Transport;
- g) One representative of the NSW Fire Brigade;
- h) One representative of the NSW Ambulance Service;
- i) One representative of the Transport Workers Union;
- j) One representative of each local Bus operator;
- k) One representative of each local Taxi operator.

Informal advisors are only required to attend the LTC when items appear on the agenda which affect their area of expertise or responsibility.

4. Quorum

The LTC has no quorum requirement for its meetings. As Council, can only exercise its delegation after seeking the advice of the NSW Police and TfNSW, if a voting delegate cannot attend a meeting, they can be consulted via email or telephone, and their advice will be included in the recommendation of the LTC. As such a meeting can go ahead with any number of voting members as long as all absent members are consulted on each matter.

5. Voting

While an organisation, which is a voting member, may choose to have more than one representative, that organisation is still limited to one vote only.

In cases where more than one representative from the NSW Police, TfNSW, Local Member or Council is in attendance at the meeting, all representatives can remain during deliberations and voting, however, the NSW Police, TfNSW, Council and Local Member will only be entitled to one vote each. The most senior representative from each organisation will hold the right to vote, the nominated voting person will need to be declared at the commencement of the meeting.

As Council, can only exercise its delegation after seeking the advice of the NSW Police, TfNSW and the Local Member, if a voting member cannot attend a meeting, they can be consulted via email and their advice will be included in the recommendation of the LTC and the minutes.

In cases of urgency or subject to current public health orders, Council may consult via electronic means with the voting members of the Committee, for the purposes of seeking their advice, without the need for a face-to-face meeting.

The advice of the LTC to Council or its Sub-Delegate on a particular matter must be one of the following:

- a) Unanimous support;
- a) Majority support;
- b) Split vote;
- c) Minority support; or
- d) Unanimous decline.

Where the advice of the LTC is not unanimous, the dissenting vote should be named and noted in the recommendation to Council, or its sub delegate.

The Chairperson of the LTC **does not** have a casting vote on any matter considered by the LTC.

If the Council decides to proceed with a proposal where the advice from the LTC is not unanimous support, then the Council must first advise TfNSW and the NSW Police Representatives in writing of their intention to approve the proposal. The TfNSW or the NSW Police may then lodge an appeal to the Regional Traffic Committee. Council must not exercise any of the functions, in relation to the subject proposal, for a period of 14 days from the date of notification in writing.

6. Convenor

The Committee shall be convened by the Council voting representative. It shall be the responsibility of the convenor to ensure the conduct of the meeting including voting, informal advisor, public and media participation is undertaken in accordance with the TfNSW. Guidelines.

7. Meeting Formats

Council's Community Infrastructure Planning and Design team are responsible for the co-ordination of Committee advice, scheduling of meetings, preparation and circulation of meeting minutes, and provide general support services to the Committee. The Community Infrastructure Planning and Design team is also responsible for providing advice in relation to the conduct of meetings.

The most common format for LTC meetings is regular face to face meeting held in the offices of the Council.

Acceptable alternative meeting formats include:

- Electronic meetings - where the advice of the members is sought via email or via virtual meeting.
- A combination of electronic and face to face meetings

a) Agendas, minutes, and reports

All meetings require the preparation of an agenda. An agenda must be prepared by Council and circulated to all formal members and informal advisors of the Committee a minimum of one week prior to the meeting.

For each agenda item, Council must prepare a report which must contain a brief summary of the issue, detail of the proposed solution including a plan if the proposal involves signs, lines or structures, details of the policies.

Urgent out of session items can be circulated to all formal members and informal advisors of the Committee for consideration and comment. Votes will be recorded via email and tabled at the next meeting to be formally recorded and adopted as a General Business item.

All meetings require a written record of proceedings in the form of formal Minutes. The minutes must be prepared by Council and circulated to all formal members and informal advisors of the Committee within two weeks of the meeting being held. The LTC minutes will be presented at the next Ordinary Council meeting for endorsement.

b) Site visits

It is recommended that each member of the LTC undertake a site visit prior to considering any proposal. This site visit may be undertaken individually or as an organised joint visit.

8. Delegations

Council has delegations to authorise traffic control facilities and devices as prescribed in the Delegations to Councils – Regulation of Traffic October 2001.

Council has sub-delegated its powers in respect of Division 1 of Part 4 of the Road Transport (Safety and Traffic Management) Act 1999 and Division 2 of Part 5 of the Road Transport (Safety and Traffic Management) (Road Rules) Regulation 1999 to the Director of Infrastructure Services and the Technical Services Manager.

**Local Traffic Committee
ATTENDANCE REGISTER**

Voting Member:	27/09/23	22/11/23	24/01/24	27/03/24
Mayor Peta Pinson - (Chair)	✓	A	✓	✓
Councillor Adam Roberts	N/A	N/A	N/A	N/A
Councillor Rachel Sheppard	N/A	N/A	N/A	N/A
Christine Murray - Traffic for NSW	✓	✓	✓	✓
Daniel Finch - NSW Police	X	✓	✓	✓
Terry Sara - Representative of Member for Port Macquarie	X	X	X	X
Michael Kemp - Representative of Member for Oxley	✓	X	X	X
Non-voting:				
Carl Eade - Port Macquarie Taxis	X	✓	X	✓
Marie Visvikis - Port Macquarie Taxis	X	X	X	X
Ben Cantor - Central Coast and North Coast Busways	A	✓	✓	✓
Robert Fish - Director Community Infrastructure	A	A	✓	✓
Blayne West - Group Manager Planning and Design	✓	✓	A	✓
Mark Edenborough - Manager Planning and Design Programs, Community Infrastructure Planning and Design	✓	✓	✓	✓
Dette Gamon - Education Officer	✓	✓	✓	✓
Rosemary Ashman - Support Officer	✓	A	A	✓
Observer:				
Councillor - Lauren Edwards - PMHC	N/A	N/A	N/A	N/A

KEY: ✓ = Present

PV = Proxy
Vote

A= Absent With
Apology

X= Absent Without
Apology

Meeting Dates for 2024

Wednesday 24/01/2024	Committee Room	10:00am - 11:30am
Wednesday 27/03/2024	Committee Room	10:00am - 11:30am
Wednesday 22/05/2024	Committee Room	10:00am - 11:30am
Wednesday 24/07/2024	Committee Room	10:00am - 11:30am
Wednesday 25/09/2024	Committee Room	10:00am - 11:30am
Wednesday 27/11/2024	Committee Room	10:00am - 11:30am

Local Traffic Committee Meeting

Wednesday 22 May 2024

Items of Business

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AGENDA

LOCAL TRAFFIC COMMITTEE
22/05/2024

Item: 01

Subject: ACKNOWLEDGEMENT OF COUNTRY

"I acknowledge that we are gathered on Birpai Land. I pay respect to the Birpai Elders both past and present. I also extend that respect to all other Aboriginal and Torres Strait Islander people present."

Item: 02

Subject: APOLOGIES

RECOMMENDATION

That the apologies received be accepted.

Item: 03

Subject: CONFIRMATION OF PREVIOUS MINUTES

RECOMMENDATION

That the Minutes of the Local Traffic Committee Meeting held on 27 March 2024 be confirmed.

PRESENT

PRESENT

Voting Members:

Mayor Peta Pinson (Chair)
Christine Murray Transport for NSW
Sergeant Daniel Finch NSW Police Force

Non-voting:

Dave Davies, Central Coast and North Coast Busways
Carl Eade, Port Macquarie Taxis
Robert Fish, Director Community Infrastructure
Mark Edenborough, Manager Planning and Design Programs
Dette Gammon, Education Officer
Rosemary Ashman, Support Officer

The meeting opened at 10.00am

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

Nil.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Local Traffic Committee Meeting held on 24 January 2024 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

07 Ironman 2024 Proposed Course Changes

Ironman 2024 Traffic Management Plan to be addressed Item 06

King Creek Road Temporary Closure - Bridge Replacement to be addressed Item 10

12.01 Ocean Drive Bus Stops

CONSENSUS:

TfNSW reported no more issues or complaints on these bus stops - Item Closed

12.02 Lake Cathie Speed Reduction

CONSENSUS:

TfNSW are commencing a speed zone review which will investigate moving the current 50 km/hr zone southwards to cover the intersection with Solomon Drive.

Port Macquarie-Hastings Council and NSW Police support the proposed change.

Port Macquarie-Hastings Council are preparing a quote for installation of the signage and line marking to support this change.

Will report signage installation dates and close this item.

08.02 Fernbank Creek Road Speed Reduction Assessment

Action that the Local Traffic Committee request Port Macquarie-Hastings Council to review concerns regarding drivers using the dirt section of the road reserve at the intersection of Fernbank Creek Road and Hastings River Drive and provide any corrective actions that could be implemented in response to these concerns.

Port Macquarie-Hastings Council investigation into the intersection usage is ongoing.

Outcome to be reported to May 2024 Local Traffic Committee.

On list for investigation report 22 May 2024

06 PORT MACQUARIE IRONMAN 2024

CONSENSUS:

That the Committee noted advice on community engagement undertaken with respect to the bike course in Lake Cathie.

That it be a recommendation to the Director Community Infrastructure, under sub-delegation, for implementation:

That Port Macquarie-Hastings Council approve the temporary road closures and support the associated transport management arrangements associated with the 2024 Ironman Australia event on Sunday, 5 May 2024, subject to conditions contained within the attached Draft Section 138 Approval Certificate.

UNANIMOUS SUPPORT

Action: Port Macquarie-Hastings Council circulate the updated Bike and Run Course maps.

**07 ANNUAL ROAD CLOSURES BY LOCAL RSL CLUBS FOR
COMMEMORATIVE SERVICES**

CONSENSUS:

That it be recommended to the Director Community Infrastructure, under sub-delegation, for implementation:

That Council provide a five (5) year approval for the temporary road closures and support the associated transport management arrangements associated with the following ANZAC Day and other Commemorative Services as organised by the respective local RSL's subject to the imposition of conditions as contained within the attached Draft Conditions of Approval for the following events:

- Port Macquarie ANZAC Day commemorative service and march - 25 April, Annually
- Port Macquarie VP Day (Victory in the Pacific) commemorative service - 15 August, Annually
- Port Macquarie Vietnam Veteran's Day commemorative service – 18 August, Annually,
- Port Macquarie 9/11 commemorative service – 11 September, Annually,
- Port Macquarie Remembrance Day commemorative service – 11 November, Annually,
- Wauchope ANZAC Day commemorative service and march - 25 April, Annually,
- Laurieton ANZAC Day commemorative service and march - 25 April, Annually, and
- Kendall ANZAC Day commemorative service and march - 25 April, Annually

UNANIMOUS SUPPORT

08 PORT MACQUARIE CYCLE CLUB - SATURDAY RACES

Item 08 was withdrawn at the request of applicant.

09 RIDE THE WAVE FESTIVAL: 2-6 APRIL 2024

CONSENSUS:

That the Local Traffic Committee note the proposed upcoming temporary closure of Alban Place associated with the 2024 Ride the Wave Festival and the associated Traffic Management Plan.

UNANIMOUS SUPPORT

10 KING CREEK ROAD TEMPORARY CLOSURE - BRIDGE REPLACEMENT

CONSENSUS:

That it be recommended to Director Community Infrastructure, under sub-delegation, for implementation:

That Port Macquarie-Hastings Council approve the temporary closure of King Creek Road from 8 April 2024 for a period of up to 6 months to enable the construction of the upgraded King Creek Bridge. The closure is subject to the implementation of the Traffic Management Controls as outlined in this report.

UNANIMOUS SUPPORT

11 GENERAL BUSINESS

Nil

The meeting closed at 10.46

Item: 04
Subject: DISCLOSURES OF INTEREST

RECOMMENDATION

That Disclosures of Interest be presented

DISCLOSURE OF INTEREST DECLARATION

Name of Meeting:	
Meeting Date:	
Item Number:	
Subject:	
I, the undersigned, hereby declare the following interest:	
<input type="checkbox"/>	Pecuniary: Take no part in the consideration and voting and be out of sight of the meeting.
<input type="checkbox"/>	Non-Pecuniary – Significant Interest: Take no part in the consideration and voting and be out of sight of the meeting.
<input type="checkbox"/>	Non-Pecuniary – Less than Significant Interest: May participate in consideration and voting.
For the reason that:	
Name: Signed:	Date:
Please submit to the Governance Support Officer at the Council Meeting.	

(Refer to next page and the Code of Conduct)

Pecuniary Interest

- 4.1 A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.
- 4.2 You will not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.
- 4.3 For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:
- your interest, or
 - the interest of your spouse or de facto partner, your relative, or your partner or employer, or
 - a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.
- 4.4 For the purposes of clause 4.3:
- Your "relative" is any of the following:
 - your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - your spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - the spouse or de facto partner of a person referred to in paragraphs (i) and (i)
 - "de facto partner" has the same meaning as defined in section 21C of the *Interpretation Act 1987*.
- 4.5 You will not have a pecuniary interest in relation to a person referred to in subclauses 4.3(b) or (c)
- if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or
 - just because the person is a member of, or is employed by, a council or a statutory body, or is employed by the Crown, or
 - just because the person is a member of, or a delegate of a council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

Non-Pecuniary

- 5.1 Non-pecuniary interests are private or personal interests a council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.
- 5.2 A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.
- 5.3 The personal or political views of a council official do not constitute a private interest for the purposes of clause 5.2.
- 5.4 Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of council decision-making. The onus is on you to identify any non-pecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this code.
- 5.5 When considering whether or not you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others would view your situation.

Managing non-pecuniary conflicts of interest

- 5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter. In the case of members of council staff other than the Chief Executive Officer, such a disclosure is to be made to the staff member's manager. In the case of the Chief Executive Officer, such a disclosure is to be made to the mayor.
- 5.7 If a disclosure is made at a council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.
- 5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.
- 5.9 As a general rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:
- a relationship between a council official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative for the purposes of clause 4.4 or another person from the council official's extended family that the council official has a close personal relationship with, or another person living in the same household
 - other relationships with persons who are affected by a decision or a matter under consideration that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.
 - an affiliation between the council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation.
 - membership, as the council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of the council and the organisation are potentially in conflict in relation to the particular matter
 - a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1
 - the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.
- 5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:
- by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or
 - if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a council or committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29.
- 5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.
- 5.12 If you are a member of staff of council other than the Chief Executive Officer, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of your manager. In the case of the Chief Executive Officer, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of the mayor.
- 5.13 Despite clause 5.10(b), a councillor who has a significant non-pecuniary conflict of interest in a matter, may participate in a decision to delegate consideration of the matter in question to another body or person.
- 5.14 Council committee members are not required to declare and manage a non-pecuniary conflict of interest in accordance with the requirements of this Part where it arises from an interest they have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if they have been appointed to represent the organisation or group on the council committee.

AGENDA

LOCAL TRAFFIC COMMITTEE

22/05/2024

SPECIAL DISCLOSURE OF PECUNIARY INTEREST DECLARATION

*This form must be completed using block letters or typed.
If there is insufficient space for all the information you are required to disclose,
you must attach an appendix which is to be properly identified and signed by you.*

By <i>[insert full name of councillor]</i>	
In the matter of <i>[insert name of environmental planning instrument]</i>	
Which is to be considered at a meeting of the <i>[insert name of meeting]</i>	
Held on <i>[insert date of meeting]</i>	
PECUNIARY INTEREST	
Address of the affected principal place of residence of the councillor or an associated person, company or body (the <i>identified land</i>)	
Relationship of identified land to councillor <i>[Tick or cross one box.]</i>	<input type="checkbox"/> The councillor has interest in the land (e.g. is owner or has other interest arising out of a mortgage, lease, trust, option or contract, or otherwise). <input type="checkbox"/> An associated person of the councillor has an interest in the land. <input type="checkbox"/> An associated company or body of the councillor has interest in the land.
MATTER GIVING RISE TO PECUNIARY INTEREST¹	
Nature of land that is subject to a change in zone/planning control by proposed LEP (the <i>subject land</i>)² <i>[Tick or cross one box]</i>	<input type="checkbox"/> The identified land. <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control <i>[Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]</i>	
Proposed change of zone/planning control <i>[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]</i>	
Effect of proposed change of zone/planning control on councillor or associated person <i>[Tick or cross one box]</i>	<input type="checkbox"/> Appreciable financial gain. <input type="checkbox"/> Appreciable financial loss.

[If more than one pecuniary interest is to be declared, reprint the above box and fill in for each additional interest]

Councillor's Signature: **Date:**

This form is to be retained by the council's Chief Executive Officer and included in full in the minutes of the meeting

Last Updated: 3 June 2019



Important Information

This information is being collected for the purpose of making a special disclosure of pecuniary interests under clause 4.36(c) of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).

The special disclosure must relate only to a pecuniary interest that a councillor has in the councillor's principal place of residence, or an interest another person (whose interests are relevant under clause 4.3 of the Model Code of Conduct) has in that person's principal place of residence.

Clause 4.3 of the Model Code of Conduct states that you will have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative or because your business partner or employer has a pecuniary interest. You will also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.

"Relative" is defined by clause 4.4 of the Model Code of Conduct as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.

You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

This form must be completed by you before the commencement of the council or council committee meeting at which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. The special disclosure must be recorded in the minutes of the meeting.

¹ Clause 4.1 of the Model Code of Conduct provides that a pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter, or if the interest is of a kind specified in clause 4.6 of the Model Code of Conduct.

² A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in clause 4.3 of the Model Code of Conduct has a proprietary interest

Item: 05

Subject: BUSINESS ARISING FROM PREVIOUS MINUTES

Item	12.02		22 Dec 2023
Subject	Lake Cathie Speed Reduction		
Discussion:	Port Macquarie Taxis noted that development and traffic around Houston Mitchell Drive in Lake Cathie has increase traffic and potential for incident (Construction of a new Ambulance Station and Aged Residential Development). It was suggested that a speed zone reduction from 70kph to 50kph should be considered in this vicinity.		
Action Required:	Speed Zone Reviews are undertaken by TfNSW. Council is in discussions with TfNSW regarding a speed zone review at this location.		
Update:	TfNSW attended site to inspect, unfortunately it was during the School Holidays and will need to revisit during School time. TfNSW are commencing a speed zone review which will investigate moving the current 50 km/hr zone southwards to cover the intersection with Solomon Drive. Council and Police support the proposed change. Council are presently preparing a quotation for the installation of the signage and linemarking as required to support this change.		
Update:	Quotation for implementation of signage still outstanding.		
Item	08 General Business		24 January 2024
Subject:	08.02 FERNBANK CREEK ROAD SPEED REDUCTION ASSESSMENT		
Discussion:	A request for an update from the Transport for NSW (TfNSW) representative regarding the status of the speed reduction assessment for Fernbank Creek Rd was tabled. TfNSW advised that the assessment has been finalised and is presently advancing through the TfNSW internal procedures. Busways raised concern about drivers utilising the dirt section of the road reserve at the junction of Fernbank Creek Road and Hastings River Drive. This behaviour may involve insufficient deceleration to navigate the corner or pose a line-of-sight issue.		
Action Required:	Action that the Local Traffic Committee request Council to look into the concerns regarding drivers using the dirt section of the road reserve at the intersection of Fernbank Creek Road and Hastings River Drive and any corrective actions that could be implemented in response to these concerns.		
	Council investigation into the intersection usage is ongoing. Outcome to be reported to May 2024 committee.		
Update:	Location has been reviewed. Informal slip lane appears to have been in use since ~2010. Working to identify a source of spoil that can be placed at this location to remove wheel tracks and to undertake some minor reshaping that will discourage further use of the location. Seeking to have these minor works implemented in 2024/25 FY		

General Business Items to add: -

Item		22 May 2024
Subject:	LORNE ROAD SPEED LIMIT SIGNAGE	
Discussion:	<p>PMHC are progressing the upgrade of Lorne Road, with plans to seal a 2km section between the Playfords Road intersection and the Upsalls Creek crossing.</p> <p>As part of the design finalisation, Council sought and obtained advice from TfNSW regarding speed limits for the section of Lorne Road to be sealed.</p> <p>In addition, TfNSW advice was sought regarding concerns raised by local residents around the speed of vehicles currently using the road.</p>	
Action Required:	<p>Whilst TfNSW do not provide speed zones for unsealed roads (due to the variable condition of unsealed roads), we received advice that those concerns could be managed in the short term via the provision of the following signage along the unsealed length of Lorne Road:</p> <ol style="list-style-type: none"> 1. At the start of the unsealed section install GRAVEL ROAD & REDUCE SPEED (W2-211-5n) signs for both directions. 2. Commencing approximately 100 m from the W2-211-5n sign installed REDUCE SPEED TO CONDITIONS (G9-318-1n) signs for both directions. These signs should be repeated in increments of approximately 1 km, or as close as possible based on the length of the unsealed section. <p>This signage has subsequently been implemented by Council signs crews.</p>	

Item: 0**Subject: ARTWALK: 7 JUNE 2024, PORT MACQUARIE CBD****Presented by: Community Infrastructure, Robert Fish**

RECOMMENDATION

That it be a recommendation to the Director Community Infrastructure, under sub-delegation, for implementation:

That Council approve the temporary road closures and support the associated transport management arrangements associated with the 2024 ARTWALK event on 7 June 2024, subject to conditions contained within the attached Draft Section 138 Approval Certificate.

Executive Summary

ArtWalk 2024, a leading cultural arts festival in the Port Macquarie-Hastings region, is scheduled for Friday, 7 June 2024.

The festival will require partial closures of CBD roadways, including the Town Green Carpark and the northwestern end of Clarence/Short Streets, Port Macquarie.

The Local Traffic Committee (LTC) is invited to review and offer feedback on the Traffic Management Plan provided by Men and Women at Work.

Background

The purpose of this document is to update the Local Traffic Committee (LTC) on impacts to roadway access and parking within the Port Macquarie CBD due to ArtWalk 2024.

ArtWalk has evolved into the premier cultural arts festival in the region, featuring a variety of exhibitions, interactive art, light shows, live entertainment, artist markets, workshops, and artistic displays. The highlight of the festival is set for Friday, 7 June 2024, from 5pm to 9pm, in the Port Macquarie CBD.

The event will affect multiple CBD roadways, including Horton Street, Clarence Street and Short Street.

Council has been previously advised by Transport for NSW (TfNSW) that it has delegations to authorise the closure of the Town Green Carpark via standard Roads Act procedures. As detailed in the attached Traffic Management Plan, the other closures associated with this event are only partial closures and are proposed to be appropriately managed utilising authorised Traffic Guidance Schemes and appropriately licenced traffic controllers. Council officers are supportive of these closures, however given the prominence of the event, this report is provided to allow the committee to review and provide comment on any wider impacts/concerns with the event as proposed.

AGENDA

LOCAL TRAFFIC COMMITTEE

22/05/2024

Weather may affect the event but will not affect the operation of the Traffic Management Plan. Council as event sponsor will have the final say with respect to the completion of the event in the occurrence of inclement weather.



Image 1. Location of works.

Road Impacts

Town Square

The event necessitates the implementation of a Town Square closure as of 12:00pm 7 June 2024. All signs and devices shall be in place no later than 11am on 7 June 2024.

The closure shall be controlled for bump in until 2:00pm on 7 June 2024.

Town Square shall be reopened once it is safe to do so at the completion of the event at approximately 11:30pm 7 June 2024 - Car parking will be affected as **all the car parking spaces in Town Square will be closed** and unavailable during this time (Refer Attachment 1 - ArtWalk 2024 Traffic Management Plan).

Clarence and Short Street Closure

The implementation of the Clarence Street Parking closure shall commence at 12:00pm 7 June 2024 to ensure all on road car parking is reserved and available for event purposes.

AGENDA

LOCAL TRAFFIC COMMITTEE

22/05/2024

All signs and devices shall be in place no later than 11:30am to allow closures to commence at 12:00pm.

Clarence Street will be closed at the Short Street intersection, west side, for the duration of the event.

As Short Street will be fully accessible, no designated turning area will be necessary.

Pedestrians entering and leaving the event precinct to follow Traffic Controller or event staff direction. The carpark situated at the northwest corner of Short Street will be closed to all vehicles.

Parking Arrangements

With the loss of some on street carparking areas, community members will be relying on the available parking within the 'Plaza Car Park' situated off Short Street.

Traffic Controllers & Marshalls

All traffic controllers and marshals shall undertake a risk assessment prior to implementation of the Traffic Guidance Schemes (TGS) and commencement of duties.

All TGS shall be implemented by traffic controllers who hold current SafeWork Implement Traffic Control Plan Cards.

In the absence of a suitable quantity of Traffic Controllers or Marshals, emergency service personnel, Police, State Emergency Service, Fire & Rescue or Bushfire Brigade may implement the temporary closure consistent with the TGS.

Consultation

In preparing for this event, the following organisations / authorities have been consulted:

- Port Macquarie Hastings Council
- Emergency Services
- NSW Police

Attachments

1   Traffic Management Plan

2   Notice of Determination

2024

Men And Women At Work
Premier Traffic Management Company

**TRAFFIC
MANAGEMENT PLAN**
For
**Art Walk-Up In Lights
Port Macquarie**



Commercial - In – Confidence

The recipient of this document agrees to hold all information presented within as confidential and agrees not to use or disclose or allow to use or disclose the information to unauthorised parties, directly or indirectly, irrespective of the acceptance or rejection of the presentation or at any time before, during or after an agreement has been reached, without prior written consent.





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1. Introduction.

ArtWalk has grown to become the signature cultural arts event in the Port Macquarie-Hastings region, offering exhibitions, activations, illuminations, live performances, artists markets, workshops and creative installations at over 60 sites throughout the CBD in a once-a-year community embraced sensory experience.

Men And Women At Work have been in consulted by Port Macquarie Hastings Council to develop a Traffic Management Plan and Traffic Guidance Scheme for this event. The Traffic Management Plan (TMP) has been developed in accordance with Port Macquarie Hastings Council (PMHC) requirements. It is to be used in conjunction with associated Traffic Guidance Schemes (TGS), and the Traffic Control At Worksites Manual Version 6.1(2022). All aspects of the TMP and TGS's are to be erected, undertaken, and monitored by qualified traffic controllers to allow access to adjoining property owners as required and to maintain traffic flow during the event where possible.

In preparing for this event the following organisations / authorities have been consulted:

- Port Macquarie Hastings Council
- Emergency Services
- NSW Police



2. Sequence Of Events

2.1. Town Square Closure

The implementation of the Town Square Closure as shown in TGS 1 – ArtWalk 2024 (Appendix 1), shall commence in time for all signs and devices shall be in place and closure at 12pm. The closure shall be controlled for bump in until 1400. Town square shall be reopened once it is safe to do so at the completion of the event at approximately 2330.

2.2. Clarence Street (west) closure from Short Street & Short Street 'off street' carpark

The implementation of Clarence Street Parking Closure as shown in TGS 1 – ArtWalk 2024 (Appendix 1) shall commence at 1200 Friday 7 June to ensure all on road car parking is reserved. All signs and devices shall be in place no later than 1130 to allow closures to commence at 1200.

3. General Arrangement

3.1. Road Closures

3.1.1 Town Square Closure

The Town Square shall be closed. Pedestrians to follow instructions from traffic controllers and event staff.

3.1.2. Clarence Street & Short St carpark

Clarence Street will be closed at the Short Street intersection, west side, for the duration of the event. As Short Street will be fully accessible, no designated turning area will be necessary.


Pedestrians entering and leaving the event precinct to follow Traffic Controller or event staff direction.


The carpark situated at the northwest corner of Short Street will be closed to all vehicles as mentioned in 2.2 Above.



3.2. Traffic Controllers & Marshalls

All traffic controllers and marshals shall participate in a risk assessment prior to implementation of TGS and commencement of duties.

Where a traffic controller is depicted on a TGS with the following symbol;  the traffic controller shall hold a current SafeWork Traffic Controller ticket. All TGS shall be implemented by a traffic controller that holds current SafeWork Implement Traffic Control Plan Card.

Where a marshall is depicted on a TGS with the following symbol;  they shall take part in the risk assessment and advise road users of the event.

In the absence of Traffic Controllers or Marshals emergency service personnel, Police, State Emergency Service, Fire & Rescue or Bushfire Brigade may implement the temporary closure consistent with the TGS.

3.3. Parking Arrangements

With the loss of some carparking areas, there is ample parking available in the 'Plaza Car Park' situated off Short Street.

4. Pedestrians

Pedestrians are encouraged to enter the event area. Pedestrians where directed, will follow the instruction of traffic controllers and event staff.



**MEN AND WOMEN
AT WORK**

5. Traffic Management Strategy – PMHC Art Walk 2023

Prepared by			
Name:	Terry Reynolds	Role:	Traffic Management Planner
Division: Organisation	Traffic Management - MAWAW		
Signature:		Date:	06/02/2024
Persons consulted in the development of the traffic management strategy			
Name:	Chris Erdaide	Role:	Cultural Events Officer
Division: Organisation	Community, Planning & Environment	Signature:	
Name:	Stephen Crabtree	Role:	Commercial Manager
Division: Organisation	Men And Women At Work	Signature:	
Name:		Role:	
Division: Organisation		Signature:	



Site related information				
Project	Port Macquarie Art Walk 2024			
Activity / work	Art Walk – Up In Lights			
Location	The event will be locate at Port Macquarie Town Square. West end of Clarence Street. Short Street (north end) off street carparking area.			
Current Project Phase	<input type="checkbox"/> Strategic design	<input checked="" type="checkbox"/> Concept Design	<input type="checkbox"/> Detailed Design	<input type="checkbox"/> Other -----

Site related data	
Attach a cross section and photo / aerial of location of works	
Cross section details	
Setting of works	



	<input checked="" type="checkbox"/> Urban	<input type="checkbox"/> Rural	
Existing speed limit/s	Clarence Street 50km/h Horton Street 50km/h Short Street 50km/h		
Traffic volumes	Traffic volumes (ADT): >2500		Traffic volumes (AADT): __N/A
	Peak times AM: 0700-1000		Peak times PM: 1530-1830
Traffic composition	<input checked="" type="checkbox"/> General Public	<input type="checkbox"/> Heavy vehicles	<input type="checkbox"/> Permit vehicles routes
	Details-		
Details of crash history at location	None available.		

Site related data			
Are intersections impacted by the project length?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
	Details Horton St will all be closed at the North end. (Town Square only) Clarence Street will be closed at the far west section @ Short Street		
Vulnerable road users and other facilities	<input checked="" type="checkbox"/> On-street parking	<input type="checkbox"/> Transport facilities (bus stops)	<input type="checkbox"/> Clearways
	<input type="checkbox"/> Cycle paths	<input checked="" type="checkbox"/> Pedestrian paths	<input type="checkbox"/> Other
	Details		



Constraints			
Significant traffic generators Details	<input type="checkbox"/> Community facilities <input type="checkbox"/> Mines	<input checked="" type="checkbox"/> Events <input type="checkbox"/> Other -	<input type="checkbox"/> Schools
	Location	Clarence Street, far west end only	
	Duration / time restrictions:	7 th June 2024 1700-2100	
	Impacts:	Road Closures for the duration of the event.	
	Road environment constraints	The Western End of Clarence Street will be closed at Short Street. Town Square end of Horton Street	
Other considerations or comments			
Other considerations			



Options assessment			
Option 1			
<input checked="" type="checkbox"/> Around	Description:	Road Closures will be in place for the event eliminating interactions between pedestrians, event participants and vehicles.	
Is this option feasible?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Benefits		Constraints	Estimated option cost
Elimination of potential risks.			N/A
Duration of works		Hours of Operation	Other Considerations
1	<i>Days</i>	7 th June 2024	
	<i>Weeks</i>		
	<i>Months</i>		
Consultation required			Approvals Required
Chris Erdaide - Port Macquarie Hastings Council			



Options assessment			
Option 2			
<input type="checkbox"/> Through	Description:		
Is this option feasible?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Benefits		Constraints	Estimated option cost
			TBA
Duration of works		Hours of Operation	Other Considerations
	<i>Days</i>		
	<i>Weeks</i>		
	<i>Months</i>		
Consultation required			Approvals Required



Options assessment			
Option 2			
<input type="checkbox"/> Past	Description:		
Is this option feasible?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Benefits		Constraints	Estimated option cost
Duration of works		Hours of Operation	Other Considerations
	<i>Days</i>		
	<i>Weeks</i>		
	<i>Months</i>		
Consultation required			Approvals Required



Recommendation	
Recommended options	With all events being held either behind closed sections of roads, the only option for traffic is to go around the sites.
Justification	Around method of traffic management is the most suitable for this event to eliminate any potential interaction between road users and event participants.
Critical risks and considerations	People failing to abide by the changed traffic conditions. Having motor vehicles interacting with event participants.



6. Traffic Management Plan – PMHC Art Walk 2023

Prepared by			
Name:	Terry Reynolds	Role:	Traffic Management Planner
Card number:	TCT1015735	Organisation:	Men And Women At Work
Signature:		Date:	06/02/2024
Location of works			
Project	Art Walk – Up In Lights,		
Activity / work	Event.		
Location	Clarence Street Port macquarie & Town Square.		
Dates relevant for TMP work	7 th June 2024		



**MEN AND WOMEN
AT WORK**

Traffic Management Strategy (TMS) Verification			
Has the TMS been received and attached to this TMP?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If "no" has been selected a TMP should not be developed until TMS information is obtained</i>		
Provide updated information regarding TMS if required			
Current existing speed limit/s	50km/h		
Traffic Management Strategy (TMS) Verification			
Updated traffic data	Traffic volumes (ADT):>2500	Traffic volumes (AADT): if available	
	Hourly traffic volumes: Unknown	Operating speed 50km/h	
	Peak times AM: 0700-1000	Peak times PM:0530-1830	
Traffic composition	<input checked="" type="checkbox"/> General Public	<input type="checkbox"/> Heavy vehicles (10%)	<input type="checkbox"/> Permit vehicle routes
If yes provide details			
Site and work specific considerations	Peak Traffic time causing delays on other roads due to event road closures.		
Additional options available			



**MEN AND WOMEN
AT WORK**

Decision point: Temporary Traffic Management Method			
Was an options assessment completed by the client?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Summary of TMS options	Around method deemed to be the most viable and safest possible option		
TTM method	<input checked="" type="checkbox"/> Around <input type="checkbox"/> Past <input type="checkbox"/> Through Option Selected: Around Method.		
Decision point: Temporary Traffic Management Method			
Justification	Around method deemed to be the most viable and safest possible option for this event.		
Traffic Management Planning			
TTM type	<input type="checkbox"/> Mobile	<input type="checkbox"/> Low impact	<input checked="" type="checkbox"/> Static
Will lane or shoulder widths need to be modified?	<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No
Specific road users impacted	<input type="checkbox"/> Pedestrians	<input checked="" type="checkbox"/> Cyclists	<input checked="" type="checkbox"/> Motorcyclist
	<input checked="" type="checkbox"/> Freight Industry	<input type="checkbox"/> Persons with disability, prams or children	<input type="checkbox"/> Public transport e.g. bus, tram.
	<input type="checkbox"/> Heavy Vehicles		
With sections of road closed for the event, no vehicular traffic will be permitted in the closed roads.			
Additional location specific requirements to be considered?			



**MEN AND WOMEN
AT WORK**

Risk assessment				
Undertake and attach to this TMP a risk assessment of the proposed works with the determined strategy.				
List of sources of information used in risk assessment	Site inspection TCAWS – Traffic Control Technical Manual V6.1 Consultation with event Planner.			
Has the risk assessment considered?	<input type="checkbox"/> Proximity of traffic	<input type="checkbox"/> Queued traffic	<input type="checkbox"/> Traffic volume	<input checked="" type="checkbox"/> Traffic speed and compliance behaviour
	<input type="checkbox"/> Traffic composition	<input type="checkbox"/> Exposure and proximity of workers to live traffic	<input type="checkbox"/> Length of delays for road users	<input type="checkbox"/> Traffic generating land use (hospital, mine, school)
	<input type="checkbox"/> Non-compliance with temporary speed limits	<input type="checkbox"/> Reduced lane and shoulder widths	<input type="checkbox"/> Compromised access points	<input type="checkbox"/> Site vehicle access and egress points
	<input type="checkbox"/> Horizontal (curves) and vertical (crests/sags) alignment	<input type="checkbox"/> Utilities including above and below services	<input type="checkbox"/> Crash history	<input type="checkbox"/> Topographical constraints
	<input type="checkbox"/> Sight distances	<input type="checkbox"/> Emergency services	<input checked="" type="checkbox"/> Car parking impacted	<input type="checkbox"/> Transport services (bus stops etc)
	<input checked="" type="checkbox"/> Access to private and commercial properties	<input type="checkbox"/> Local road access	<input checked="" type="checkbox"/> Special events or high risk venues	<input type="checkbox"/> Other: Peak / Holiday Traffic
Key risks identified as a result of operations:	Road users not adhering to the changed traffic conditions.			



**MEN AND WOMEN
AT WORK**

Risk assessment	
Specific controls required:	
Protection of workers	<input checked="" type="checkbox"/> Barriers <input checked="" type="checkbox"/> Delineation <input type="checkbox"/> Other All roads that could potentially have interactions with event participants will be closed or monitored by appropriately qualified traffic controllers.
Will a speed restriction be required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No All existing speed limits within the event area are 50km/h
End queue management strategy:	Not Required
Delineation of site	Roads approaching the event will be closed. No delineation will be required
Emergency access and notification	PMHC will be responsible for establishing an emergency evacuation point and communicating this information to stake holders.



**MEN AND WOMEN
AT WORK**

Relevant Documentation

Have the following documents been provided as part of the overall TMP?

<input checked="" type="checkbox"/> All approved TGS required	<input type="checkbox"/> Road Licence	<input type="checkbox"/> Plans showing overview local properties or side roads
<input checked="" type="checkbox"/> WHS documentation	<input type="checkbox"/> Approved list of TTM personnel and contacts	<input type="checkbox"/> Vehicle movement plans
<input type="checkbox"/> Traffic incident plans	To be provided	

Monitoring activities required

Person responsible for monitoring **daily** TTM work activities

Name:	NA	Role:	Team Leader/Supervisor
Division		Organisation	Men And Women At Work
Qualification:			
Comments:	To be confirmed closer to commencement date.		

Person responsible for TTM works

Name:		Role:	Team Leader/Supervisor
Division		Organisation:	Men And Women At Work
Qualification:		Card Number:	
Comments:	To be confirmed closer to commencement date.		



7. Statement of Duty

Men And Women At Work will be responsible for the preparation of the Traffic Management Plan and associated Traffic Guidance Scheme. PMHC shall ensure that all TGS are installed and operated by appropriately qualified personnel as stipulated in Section 3.2.

All signage must be of a type which satisfies the requirements of AS1742.3. Such signs are to be clean and in good condition. Locations shown on the drawings are approximate and should be adjusted on site in consultation with Council for maximum visibility to both traffic and pedestrians allowing sufficient time to take appropriate action.

Weather may affect the running of the event; however, it will have no impact on the implementation of this Traffic Management Plan and Traffic Guidance Scheme. Port Macquarie Hastings Council reserve the right to cancel, modify and change dates, time and locations of the event should dangerous or hazardous weather become an issue.

Prepared by: Terry Reynolds

SafeWork NSW WHSTCW PWZ – TCT0072032

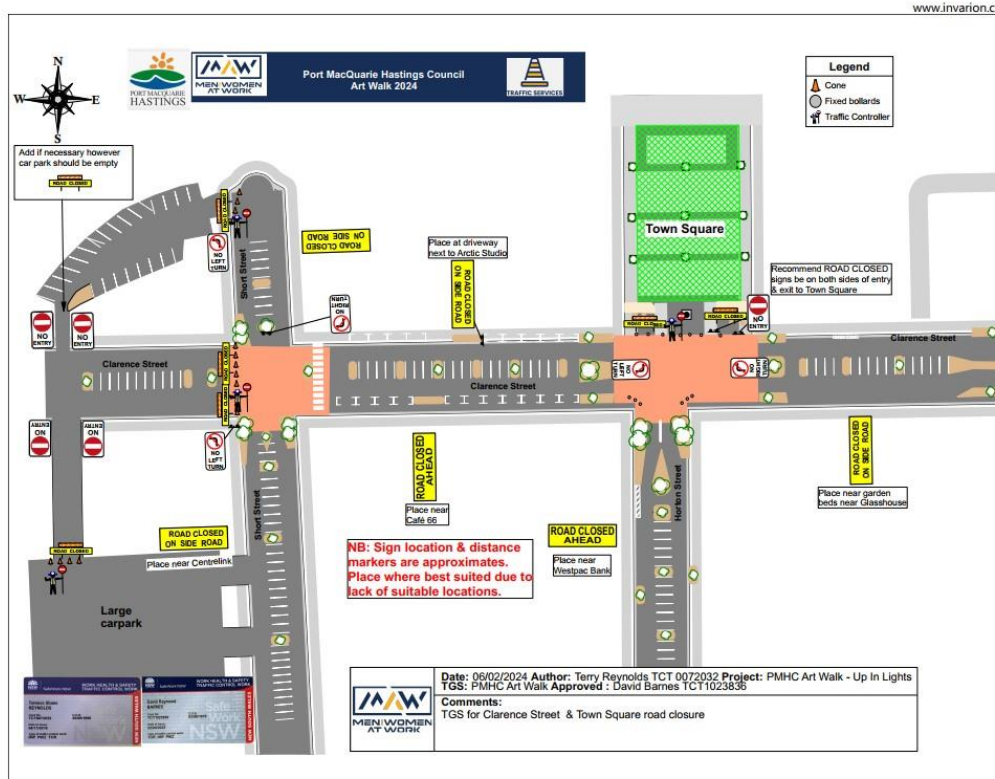
Ph 0447799122

Email : terry.reynolds@mawaw.com.au



8. TGS01 PMHC Art Walk Up In Lights 2024

Appendix I



Port Macquarie-Hastings Council
PO Box 84
Port Macquarie
NSW Australia 2444
DX 7415
e council@pmhc.nsw.gov.au



ABN 11 236 901 601



Notice of Determination of Roads Act Application
*Issued under the Roads Act 1993, Section 144; and under
the Local Government Act 1993, Section 68, Part E.*

Under the Roads Act 1993, Council has APPROVED the use of public road in accordance with the documents submitted for the works requiring temporary road closure/s for the following:

Name of Activity:	Temporary Road and Footpath Occupancy associated with ARTWALK
Applicant:	Port Macquarie-Hastings Council 17 Burrawan Street PORT MACQUARIE NSW 2444 Australia
Phone:	02 6581 8111
Email:	community.activation@pmhc.nsw.gov.au
Date/Time of Activity:	7 June 2024
Type of Activity:	Community Event
Road Reserve Fronting:	Various, as defined within approved Traffic Management plan and associated Road Impact Summary document
Determination:	TBA
Date of Determination:	Determination
Number:	710.2024.6054.1

Port Macquarie–Hastings Council (being the Road Authority) consents to Crescent Projects Pty Ltd undertaking the proposed work subject to the conditions detailed below. Conditional consent is provided.

By the commencement of works you are agreeing to all the conditions described below.

pmhc.nsw.gov.au

Page 1

PORT MACQUARIE OFFICE
17 Burrawan Street, Port Macquarie NSW 2444
t 02 6581 8111 f 02 6581 8123

WAUCHOPE OFFICE
49 High Street, Wauchope NSW 2446
t 02 6589 6500

LAURIETON OFFICE
9 Laurie Street, Laurieton NSW 2443
t 02 6559 9958

**Details of Conditions:****GENERAL CONDITIONS**

- 1 That the event organiser notifies Port Macquarie - Hastings Council of the dates and times of the event and associated road impacts at least 14 days in advance of the event. The proposed work must be confined to the Public Road boundaries as nominated on the plans and specifications submitted with the application.
- 2 This consent is valid for twelve (12) months from the date of determination. The applicant is to contact Council for any extension or further approvals.
- 3 That the event organiser advertises, at no cost to Council, the following details of all temporary road closures and temporary parking restrictions associated with this event in the local print media on separate days, at least twice (2) within 14 days prior to the event:
 - a. location, times, and duration of event,
 - b. temporary traffic management controls, times, and duration
 - c. alternative routes and access arrangements.
- 4 That the event organiser advertises the event by undertaking a letter box drop to all residents and businesses directly affected by the temporary road closures and temporary parking restrictions at least 14 days prior to the event, advising the following:
 - a. event name
 - b. event times
 - c. contact details of at least two (2) people involved in the organisation of the event, in case of an emergency.
- 5 That the event organiser abides by the written approval from the NSW Police.
- 6 That the event organiser notifies the NSW Ambulance, NSW Fire & Rescue, NSW Rural Fire Service, and the State Emergency Service of the proposed traffic management arrangements at least 14 days in advance of the event.
- 7 That the event organiser notifies local Transport Services (Bus Companies, Taxis) of the proposed traffic management arrangements at least 14 days in advance of the event and assists in developing alternatives for affected users.
- 8 TfNSW/SafeWork NSW accredited persons (Implement Traffic Control Plans) are to be used for the establishment and removal of the traffic control devices.
- 9 TfNSW/SafeWork NSW accredited traffic controllers (Traffic Controller) are to be used to control traffic.
- 10 That the event organiser abides by any other condition that Council or the Police may impose at any time.
- 11 The event organiser must have this approval on site for the duration of the event.
- 12 That a review of the implementation of the Traffic Management Plan (TMP) be undertaken by the proponent within three months of the conclusion of the event. The review is to be in consultation with Council and other services so that the TMP can be further refined, and any issues identified can be addressed prior to any future events.
- 13 The activity shall be carried out in accordance with the application submitted to Council except where varied by any condition of this approval.
- 14 The applicant agrees to indemnify Port Macquarie-Hastings Council from and against all actions, costs, claims, and damages which may be brought or claimed against the Council arising out of or in relation to the approval of this application. The applicant shall maintain a current public liability insurance policy for the value of \$20 million for the duration of

Page 2



works,

- 15 The applicant agrees that Council has no responsibility or liability for any loss or damage to the applicant's fixtures or fittings or personal property.
- 16 Any damage to paths, roadways or other public facilities used in conjunction with the activity is to be repaired by the applicant at no cost to Council.
- 17 The applicant must comply with any Act, Regulation, Council policy, code or protocol relating to the works.
- 18 Operations to be undertaken in such a manner so as not to cause undue hindrance to pedestrian and vehicle access for the duration of the work.
- 19 This approval does not confer on the applicant any exclusive right, entitlement or interest in the Public Road and access is not to be denied to the general public.
- 20 Noise is to be controlled as required by the "Protection Of The Environment Operations (Noise Control) Regulation 2008".
- 21 All public enquiries regarding aspects of the road works or related traffic diversions are to be addressed by the applicant in a timely manner.
- 22 Council reserves the right to cancel this approval at any time.

SITE SPECIFIC CONDITIONS

- 23 The applicant is responsible for safety induction of all persons onto the site. The applicant or contractor is responsible at all times for ensuring safe systems of work and that the work site poses no work health or safety risks to workers or the public.
- 24 All persons engaged in any work relative to this approval must be qualified, trained or appropriately experienced in the work involved and the safe operation of associated tools or machinery. Relevant advice should be obtained from Safe Work NSW.
- 25 Trainees are to be under the direct supervision of a trained instructor at all times
- 26 The site is to be maintained and left in a clean and tidy condition at the completion of each day. Materials and vehicles shall be stored safely and in an appropriate manner.
- 27 The activity shall provide for adequate pedestrian and motorist access throughout the road reserve. In this regard,
 - a. The applicant will not alter traffic flow unless they have provided a certified copy of a Traffic Management Plan and or Traffic Guidance Scheme prepared by a person accredited as of 1 July 2020 a NSW Safe Work, WorkCover licenced person, detailing the devices required to control traffic movements during the course of this activity.
- 28 The following traffic management requirements be implemented. Any modifications to the items listed below must be agreed with Council prior to the commencement of work or the running of this event.
 - a. Traffic Management Plan titled, *TRAFFIC MANAGEMENT PLAN For Art Walk-Up In Lights Port Macquarie*.
- 29 The applicant shall not:
 - a. Cultivate the land.
 - b. Erect structures on the land or undertake any construction or other work on the land other than those specifically approved as part of this application (with the exception of a post and wire fence along the boundary)
 - c. Dump any garden waste or other materials.
 - d. Store any materials or vehicles on the land unless in a safe and appropriate manner.



- e. Soil disturbance must be kept to a minimum. Areas of soil disturbance must be monitored for weed invasion. Weeds that occur as a result of these works must be controlled and removed. All topsoil must remain on the soil surface. Maintenance to be undertaken as required minimising the potential for erosion.
- 30 The event Co-ordinator must be onsite and have the documentation always listed below in their possession on site for the duration of the works.
- a. This determination document.
 - b. Insurance, Certificate of Currency.
 - c. Notice to affected residents and/or businesses.
 - d. Risk Assessment documentation.
 - e. Traffic Management Plan and Guidance Scheme(s).

The above conditions are imposed in conformity with Chapter 7 of the Local Government Act, 1993, and the Local Government (General) Regulation 2005 and with Council's current Codes and Policies.

Advices: This approval is effective from 7/06/2024

You may make a request to Council within a period of twenty-eight (28) days to review the determination of your application. If you are dissatisfied with the determination of Council in respect to your application you may appeal under Section 176(1) of the Local Government Act, 1993, to the Land and Environment Court within a period of twelve (12) months from the date of this determination.

Yours sincerely

Mark Edenborough
Manager Planning and Design Programs
Community Infrastructure

Item: 07**Subject: TEMPORARY PARKING RESTRICTIONS CHANGES ASSOCIATED WITH ESSENTIAL ENERGY EV STREETLIGHT CHARGER TRIAL - CLARENCE STREET, PORT MACQUARIE****Presented by: Community Infrastructure, Robert Fish**

RECOMMENDATION**This report is for the information of the Local Traffic Committee only.****Executive Summary**

Essential Energy is collaborating with Port Macquarie - Hastings Council to conduct a 4-week trial of a prototype pole-mounted EV charger on Clarence Street. The charger, integrated within a composite street lighting column and powered by the existing circuit, will be available for public use at no cost.

The council has endorsed this trial for six months and will implement temporary parking restrictions consisting of the provision of a temporary 4P (9am to 6pm) EV Charging parking zone over two car spaces adjacent to the subject pole to facilitate the testing of various charger configurations.

Background

Port Macquarie - Hastings Council was approached by Essential Energy to provide support to a proposed trial of a Pole Mounted Electric Vehicle (EV) charger on Clarence Street, Port Macquarie.

In this regard, Essential Energy have developed a prototype composite street lighting column that has integrated EV charging infrastructure within.

As part of the product testing and validation process, Essential Energy are seeking to undertake a trial installation of one pole on Clarence Street, Port Macquarie.

The EV charger is proposed to be powered by the existing street lighting circuit and is initially planned to be installed for approximately 4 weeks as a mechanism to prove concept to market. EV charging will be provided free of use to public for the duration of the trial.

Following completion of the initial 4-week trial, the charging infrastructure will be removed, and the composite light pole will remain in place.

Essential Energy are currently working with a second manufacturer to supply a second EV charger to fit within the light column, which they would like to install at a later date, likely again for a further 4 weeks.

There is a likelihood of further iterations of both suppliers' chargers being fitted and removed post that time, trialling different configurations, options etc.

To allow for the testing of options over time, Port Macquarie - Hastings Council has provided endorsement for the trial for a period of 6 months.

AGENDA

LOCAL TRAFFIC COMMITTEE 22/05/2024

Parking Restrictions

To support the abovementioned EV Pole Charger trial, Port Macquarie - Hastings Council is creating a temporary 4P (9am to 6pm) EV Charging parking zone over two car spaces adjacent to the subject pole (one space each side).

The location of the proposed pole is shown by the yellow dot on the image below:



Image 1: Location Plan

In addition, the location of the 4P EV Charging parking zone is shown approximately by the yellow line on the Google Streetview image below:



Image 2 - Location of 4P parking restrictions

A mock-up of the proposed signage is also shown below for reference:

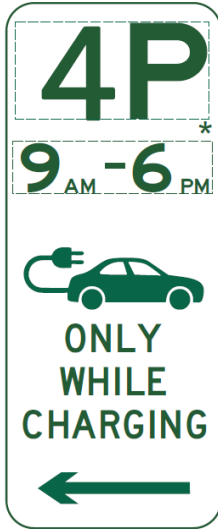


Image 3 - Signage mock-up

On the basis that charging infrastructure will only be available intermittently for the duration of the trial (May 2024 - November 2024), this signage will be covered when no charging infrastructure is in place. Essential Energy will be providing additional signage/instructions on the pole regarding usage and status.

Attachments

Nil